

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

9

March 23, 2004

**FROM: THOMAS R. LAURIN, DIRECTOR
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**SUBJECT: CONTRACT WITH HOME OF NEIGHBORLY SERVICES, INC. AND
PRESBYTERIAN CHURCH OF RIVERSIDE FOR REHABILITATION
IMPROVEMENTS**

RECOMMENDATION: Approve contract with Home of Neighborly Services, (HNS) Inc. and Presbyterian Church of Riverside (PCR) for facility improvements to Home of Neighborly Services San Bernardino facility in the amount of \$56,213, and for maintenance and operation of the facility for the benefit of low- and-moderate income persons in the Fifth Supervisorial District and the City of San Bernardino.

BACKGROUND INFORMATION: Each year the County receives an entitlement grant under the Community Development Block Grant (CDBG) program to allow the funding of activities that benefit low-and moderate-income persons. During the preparation of the County's annual CDBG program application, interested groups, including community-based organizations, submit applications to receive funding for specific projects. After an initial evaluation by ECD staff concerning CDBG program eligibility project proposals are submitted to the Board of Supervisors for funding consideration. The list of approved project proposals are submitted to the U.S. Department of Housing and Urban Development (HUD) in the form of an annual CDBG Action Plan under the County's five-year Consolidated Plan.

As part of the County's Consolidated Plan for FY 2002-2003 and FY 2003-2004 the Board of Supervisors allocated a total of fifty six thousand two hundred thirteen dollars (\$56,213) in CDBG funds to the Home of Neighborly Service, Inc. for rehabilitation improvements to the HNS facility located at 839 North Mt. Vernon Avenue, San Bernardino. The facility improvements include replacing the furnace, air condensing unit, acoustic drop ceiling, metal fire door, and fire escape stairs. The project scope also includes re-constructing termite damage, sealing exterior rodent entry ways, and fumigation of the HNS facility. The facility is owned by the Presbyterian Church of Riverside and is leased free of charge to HNS. The HNS serves residents from the Fifth Supervisorial District and the City of San Bernardino. According to the HUD demographic data the HNS service area is composed of at least 51% low- to moderate-income residents.

Under this Contract, the County will provide construction management services for these projects. The HNS will continue to maintain and operate the facility for five (5) years from the date of completion of the improvements. The contract specifies the terms and assurances necessary for compliance with County requirements and CDBG regulations.

Record of Action of the Board of Supervisors

9

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March 23, 2004

Page 2 of 2

9

REVIEW AND APPROVAL BY OTHERS: This contract was reviewed by the Department of Economic and Community Development's Contract Compliance Designee David Larsen (909-388-0959) on March 4, 2004; Deputy County Counsel, Michelle D. Blakemore (909-387-5455) on March 8, 2004; and the County Administrative Office Patricia M. Cole, Administrative Analyst III (909-387-5346) on March 15, 2004.

FINANCIAL IMPACT: CDBG funds in the amount of \$56,213 have been allocated for this project and were budgeted in the Department's 2003-2004 Budget (SBA-ECD). This action has no effect on the County General Fund.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on this contract is fully funded by CDBG federal funds for fiscal year 2002-2003 and 2003-2004.

SUPERVISORIAL DISTRICT(S): 5th.

PRESENTER: Thomas R. Laurin, Director, 388-0808.